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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Marketing Service  
Washington 25, D. C.

AMS INSTRUCTION No. 435-3

ACTION BY: Area Administrative, Administrative Services, Budget  
and Finance, and Personnel Divisions

Report on Personal Services Overhead -  
Management Divisions

I PURPOSE

This Instruction prescribes procedures for submitting a fiscal year report on personal services overhead. This information is necessary for the preparation of the annual budget estimates.

II EXPLANATION OF PERSONAL SERVICES OVERHEAD

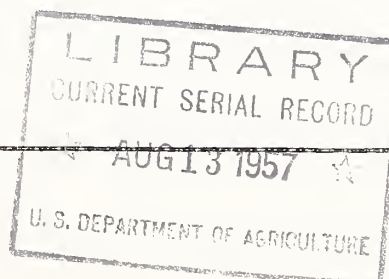
A Definition. The personal services overhead refers to those general administrative activities performed as services to program activities. The report is prepared on a service (i.e., personnel, fiscal, procurement and property management, etc.) basis, regardless of the organizational unit in which the services are performed.

B Distribution of Man-Years. A report shall be made for all employees in each management division. The time of employees shall be distributed in tenths (of total time) under the appropriate activity. For example, data for an employee who spends 20 percent of his time on personnel work, 20 percent on property management work, 10 percent on file work, and the balance on docket work shall be reported as follows:

Personnel - .2  
Procurement and Property Management - .2  
Other Administrative Services - .1  
Other Program Services - .5

C Distribution of Salary Obligations. Salary obligations shall be distributed on the same basis that employment is distributed. Obligations shall include basic compensation and any type of payment above basic rates included within object class 01, Personal Services (including terminal leave payments).

DISTRIBUTION: M



### III PREPARATION AND CONTENT OF REPORT

A Management divisions shall prepare Form AMS-107-1, Personal Services Overhead - Management Divisions (see copy attached), for the past (actual) and current (estimated) fiscal years and submit to the Budget and Finance (BF) Division in original and one copy not later than August 20 of each year.

B Each management division shall report the portion of time devoted to maintaining obligation records for its internal operations and making required fiscal reconciliations and reports under fiscal services. (See paragraph C 2 e (2) below.)

C Insert the appropriate fiscal years on the form in the spaces provided for this purpose and report the man-years and salary obligations applicable to each of the following services<sup>1/</sup> ("Lines" referred to are items of Form AMS-107-1):

1 Personnel - Line 1.

a Direction and Administration of the Personnel Program. Planning, developing, and coordinating policies; advising and assisting management with respect to laws, regulations, policies, and principles; exercising technical direction over personnel offices; planning, supervising, coordinating, and conducting activities concerning personnel matters within assigned areas; participating in hearings, appeals, and the review of loyalty reports; maintaining relations with public and private organizations; and performing clerical and stenographic work directly related to this service.

b Employment, Placement, and Separation. Developing qualification standards and locating recruiting sources; selecting, placing, promoting, converting, demoting, reassigning, and separating employees; conducting an examination program, including preparation of examination material for Boards of Examiners and Civil Service Commission, conducting suitability inquiries concerning applicants; and performing clerical and stenographic work directly related to this service.

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1/ The Administrative Services Division shall exclude from its report data for the administrative unit concerning personal services performed for offices of the Administrator, Deputy Administrators, and the Assistant Administrator for Management, and for the Statistical Clearance and Standards Office. These data are to be reported in accordance with AMS Instruction No. 435-2, Report of Personal Services Overhead - Program Divisions and Staff Offices.

(III C 1)

c Classification, Job Evaluation, and Wage Administration. Developing and reviewing allocation standards; analyzing and allocating positions and evaluating appeals; conducting post-audits of positions; participating in classification staff conferences; conducting and participating in wage surveys and establishment of wage scales for positions whose rates are fixed administratively; advising and assisting management or operating officials on classification, job evaluation, or wage administration; maintaining files of position descriptions and related records; and performing related clerical and stenographic work.

d Employee Relations and Services. Conducting programs for evaluating work performance; administering grievance and performance rating appeals programs; advising and counseling employees; advising management with respect to fund-raising campaigns and welfare activities; and performing clerical and stenographic work directly related to this service.

e Training. Assisting operating officials in determining training needs; planning, developing, and conducting training programs; preparing training materials; and performing clerical and stenographic work directly related to this service.

f Committees of Expert Examiners and Boards of Civil Service Examiners. Preparing announcements, and rating examinations; certifying from registers, and auditing certificates; conducting investigation of applicants, and acting on appeals; maintaining files and records; compiling and preparing reports and statistics; and performing clerical and stenographic work directly related to this service.

g Processing, Recording, and Reporting. Preparing or processing personnel forms and papers (including loyalty forms) to consummate personnel transactions; maintaining official personnel folders and service-record cards; compiling and preparing statistics and reports concerning employment; maintaining procedure and reference files; and performing clerical and stenographic work directly related to this service.

h Health Services. Developing and administering employee health and hygiene programs; developing and applying physical standards for employment; administering the Bureau of Employees' Compensation laws and regulations; maintaining files and records; compiling and preparing reports and statistics on health services; and performing clerical and stenographic work related to this service.



(III C 1)

i All Other Personnel Services. Any activities not reported above, such as relations with organized labor (industrial labor relations), etc., which are considered by the agency to be a part of personnel administration. Include activities performed by employees in the continental United States serving noncontinental personnel.

2 Fiscal - Line 2.

a Payroll, Leave, and Retirement. Maintaining and reconciling pay cards; maintaining control registers; preparing and verifying change slips; preparing, verifying, and certifying payrolls; handling savings bond authorizations, changes, and cancellations; preparing tax withholding forms; conducting a fiscal leave adviser's function in a decentralized operation; reviewing time and attendance reports, and maintaining and auditing leave records in a centralized operation; maintaining retirement records, preparing reports, schedules of disbursement, voucher deductions, etc., in connection with payroll work; distributing checks, bonds, and tax forms; and other related payroll, leave, and retirement work. (Also include that portion of machine operator's time chargeable to payroll work.)

b Voucher Examination. Auditing, or examining before certification, vouchers other than those referred to under Section III C 7, Program Fiscal, and their supporting documents for legality, propriety, completeness, mathematical accuracy, and adequacy of the distribution of charges required for processing the voucher---whether the action is accomplished on each document individually or on assembled documents; maintaining records, controls, and supporting document files for vouchers; and handling inquiries and correspondence in connection with the audit or examination. (Include preparatory work such as typing of vouchers; coding, listing, or allocating charges by appropriations, funds, or cost accounts; and operations of a similar nature.)

c Disbursing. All disbursing activities, including agency cashier operations.

d Collections. Regular administrative billings and collections for other than program activities. (See also Line 7, Program Fiscal.)

## (III C 2)

e Other Fiscal.

(1) All administrative financial accounting, auditing, examining, reporting, and related work not included under subparagraphs a - d above. Include recording, liquidating, and reporting prior year obligations; maintaining allotment and general ledgers, including work involved in the capitalization of property and related ledger financial reports. (Exclude program fiscal services which are to be reported under Line 7.)

(2) Maintaining obligation records for internal operations and making required fiscal reconciliations and reports.

3 Procurement and Property Management - Line 3.

a Procurement. Receiving, modifying, completing, or otherwise processing requests to initiate procurement; soliciting and analyzing bids, or otherwise selecting suppliers; negotiating and arranging terms for purchase; preparing purchasing documents; following up on orders and shipments; modifying and terminating contracts; and the general clerical, record-keeping, management, and control of procurement activities. (Preparing specifications should be included when performed by procurement staff.) Procurement activities include procurement of supplies, materials, equipment, printing and reproduction, and services such as telephone, telegraph, rents and utilities, and transportation services from common carriers.

b Utilization and Disposal. Maintaining records of equipment in use; maintaining and repairing equipment; determining the extent and utilization of property; declaring and arranging for disposal of personal property; maintaining property records; and managing space.

c Real Property Management. Purchasing, leasing, and disposing of real property; and operating, cleaning, guarding, maintaining, and repairing buildings.

d All Other Procurement and Property Management. All other work which is not included in the categories above. For example, include distributing and controlling inventories of forms and information material.

(III C)

4 Organization and Methods Services - Line 4. Activities of organization and methods staff units or assistants concerned with developing and evaluating new or improved organization and methods for the management and control of operations; conducting programs for the control of administrative issuances, manuals, and forms; and conducting programs aimed at improved work planning, work scheduling, work measurement, work simplification, etc.

This category excludes activities of employees engaged in developing procedures for the offices in which they work or for which their offices are primarily responsible. (See Line 6.)

5 Budget - Line 5. (The BF Division only shall report on this line.) Activities dealing with the formulation of estimates and the control of appropriations that are performed by the budget staff. Work dealing with the control of appropriations includes activities concerned with the apportionment and allotment of appropriations, and with analysis of financial reports on budget matters. This category does not include work of personnel, accounting, or organization and methods offices in preparing data for budgetary reports, maintaining allotment and other fiscal accounts, preparing financial and personnel reports, or conducting management improvement studies.

6 Other Administrative Services - Line 6. All other administrative activities not included in the above categories. For example, data for the following services should be included:

- a Initiating, requesting, expediting, and coordinating transactions requiring further action by other offices specializing in personnel, fiscal, or procurement and property management.
- b Requesting and planning use of funds.
- c Developing, reviewing, and distributing procedural issuances.
- d Investigatory services (personnel), including reviewing, analyzing, and making recommendations concerning investigation reports.
- e Incentive awards.
- f Safety.
- g Operating duplicating equipment. Exclude work of resident work groups (see Line 8).



(III C 6)

h Stenographic pools in common use for the entire division.

i Records management.

j Mail and messenger.

k Laborers utilized in connection with movement of furniture and equipment.

7 Program Fiscal - Line 7. Activities of examination of vouchers and accounting concerned with program payments to State agencies, private schools, and others under the export and diversion, School Lunch, and Special School Milk programs. Also include all billings and collections for program activities, such as license fees and inspection, classing, grading services, etc. Exclude regular administrative collection and billings for other than program activities (see Line 2).

8 Other Program Services - Line 8. Activities concerned with leased wire, resident work groups, dockets, and machine tabulation. Also include any other activity not listed under subparagraphs 1 - 7 above, and explain by footnote to the report.

9 Total - Line 9. Total man-years and salary obligations for all employment in the division.

D Explanation of Changes. If there are any significant changes between the actual and estimated fiscal years in any item of the report, attach a narrative statement explaining such changes.

#### IV SOURCE OF FORMS

Each year the BF Division shall send reporting divisions sufficient copies of Form AMS-107-1 for the required report.



Arthur J. Holmaas  
Acting Assistant Administrator for Management

Attachment

